

Peace Corps Award Nomination Form

Instructions to Nominating Official: Complete Sections A-D and prepare the appropriate documentation before submitting to the Incentive Awards Administrator in M/HRM.

A. Nominated Employee

1. Nominee Name: _____ 2. Present organization: _____
3. Position: _____ 4. Grade and Step: _____
5. Period of service on which nomination is based: _____
6. Position during period covered by nomination, if different from above: _____

B. Type of Award Nomination

- Sustained Superior Performance Award (SSP)** **Cash amount:** _____
 Meritorious Step Increase (MSI) **New Grade and Step:** _____

Attach a written justification memorandum clearly demonstrating the employee's eligibility for the SSP or MSI using the template on page 2. You must also attach the employee's most recent performance appraisal.

- Time-Off Award (TO)** **Number of hours:** _____
 Special Act or Service Award (SAS) **Cash amount:** _____
 Beneficial Suggestion Award (BS) **Cash amount:** _____

Attach a written justification memorandum clearly demonstrating the employee's eligibility for the award using the instructions on page 3.

C. Funding

MSIs, Time-Off Awards, and cash awards of \$2,000 and under come from regular office budgets. Cash Awards over \$2,000 are paid from the Special Fund after approval by the Incentive Awards Committee, unless the office requests that funds come from the office's budget.

- This is a request using office funds**
 This is a request using the Special Fund

D. Approvals

1. For the reasons stated in the attached justification memorandum, I recommend/approve the above specified award for the above employee.

Supervisor **Date**

A Delegate (Associate Director or Office Head; see MS 114) **Date**

2. Fund site: _____

I certify that sufficient funds exist to charge the above award to the above fund site.

Authorizing CFO Budget Official **Date**

E. For HRM use:

Control Number:	Next WGI due date (for MSIs only):		
Previous Awards Received:			
Committee approved (for MSIs and cash awards above \$2000):			
_____	_____	_____	_____
Initials	Date	Initials	Date
Peace Corps Director approved (for cash awards above \$5000):			
_____		_____	
Director's signature		Date	
Effective Date:			
Processed and applied in payroll system (initials and date):			
Staffing analyst or manager notified of effective date (initials and date):			

Documentation Requirements for MSIs or SSPs

A recommendation for a Meritorious Step Increase (MSI) or Sustained Superior Performance Award must include a detailed narrative included in or attached to the most recent performance appraisal, providing specific examples of the employee's exceptional performance justifying the nomination.

A narrative supporting an SSP under \$2000 must include a justification that indicates how the employee *exceeded expectations in at least one performance element*. A narrative supporting an MSI or SSP over \$2000 must include a justification that indicates how the employee *exceeded expectations in most or all of the employee's performance elements*.

The justification should reflect the significance and/or impact of the employee's work. In determining whether an employee should receive an award, a recommending official must be able to apply several of the following statements to the specific critical elements in the employee's performance plan. In each critical element where the employee is being recommended for an award, the rating official should be able to **provide specific examples of the accomplishment**.

An award may be requested if most or all of the following criteria are met:

- The employee has been a major influence in the development of management practices, operating procedures, or program implementation guidelines, which have contributed substantially to the accomplishment of the organization's goals.
- The employee's assignments are consistently thought through, timely, and often completed ahead of established schedules. The result is a highly effective product of exceptional quality.
- The employee's performance continually demonstrates an exceptional level of support of principal customers.
- The employee continually exhibits performance behaviors linked to the strategic goals which result in considerably improved quality, operational performance and customer satisfaction.
- A high degree of productivity is continually evidenced through the employee's demonstrated work products while still maintaining a high level of quality.

- The employee handles interpersonal relationships with exceptional skill, anticipating and avoiding potential causes of conflict by actively promoting cooperation and teamwork with clients, coworkers, and supervisors. Because of the employee's efforts, significant products/outcomes are produced which otherwise would not have been achieved.

Documentation Requirements for Time-Off and Special Act or Service Awards:

A Special Act or Service Award may be given in recognition of special acts or service contributions of a one-time, nonrecurring nature, connected with or related to official employment, such as performance which has involved overcoming unusual difficulties; creative efforts that make important contributions; performance of assigned duties with special effort or innovation that results in increased productivity, economy, or other highly desirable benefits; or exemplary or courageous handling of an emergency situation related to official employment.

Time off awards should meet the same requirements but usually to a lesser degree.

The narrative should specifically describe the project, courageous act, creative efforts, etc. and explain why the act or service was significant enough to merit an award and how it supported the mission, goals, and values of the Peace Corps. SAS Awards over \$2000 will be rare and must reflect extraordinarily difficult circumstances or an extremely significant contribution. If an employee has sustained performance over several projects or important contributions in many areas, you should consider an MSI or SSP (see above). Attachment A may be helpful in determining the impact and value of the special act or service.






Documentation Requirements for Beneficial Suggestion Awards:

Beneficial Suggestion Awards may be given in recognition of suggestions that are either outside the employee's assigned responsibilities or within assigned responsibilities but sufficiently significant to warrant special recognition, are adopted by management, and which directly contribute to the economy, efficiency, or effectiveness of U.S. Government operations.

Suggestion awards and appropriate amounts should be determined using the Suggestion Form (attachment C) in addition to the scale of awards for tangible and intangible benefits (attachment A).

General Guidance for all awards

Awards should reflect a **measurable** improvement in one or more of the areas below. The narrative must include how the improvements were measured and calculated.

 <p>Dollars saved (current cost vs. projected cost)</p>	 <p>Labor saved (reduced staffing also translates to dollars saved)</p>	 <p># of improvements (new process vs. old process)</p>	 <p>% improvement (new process vs. old process)</p>	 <p>Time saved (ahead of schedule)</p>
---	---	---	--	--